



Department of Administrative Services State of Georgia Job Description

Associate Category Manager

Job Code: 31814

Pay Grade: 17

Salary Range: \$41,809 - \$73,324

Job Description, Responsibilities, Standards, and Qualifications

Under general supervision, serves as a procurement specialist in State Purchasing's Strategic Sourcing section. Provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. May supervise analysts.

Job Responsibilities & Performance Standards:

1. Develops, communicates, and implements procurement strategy for assigned less-complex category(s).

1. Sets sourcing strategy based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the marketplace, and other relevant factors.
2. Sets strategic sourcing work plan and identifies key members for solicitation team.
3. Effectively communicates category strategy to procurement management and strategic sourcing team.
4. Compiles and analyzes information in an accurate and timely manner.

2. Identifies target savings for assigned category.

1. Validates addressable spend from spend analysis report.
2. Benchmarks spend baseline against market to identify target savings.
3. Revises target savings as necessary due to scope and information changes.

3. Develops Request for Quotes (RFQs), Request for Proposals (RFPs), and other solicitation documents based on specified sourcing strategies.

1. Develops solicitation documents in accordance with established procedures, formats, and deadlines.
2. Checks and corrects issues with technical writing such as clarity of specifications and grammatical errors.
3. Conducts the technical writing of solicitation documents in compliance with applicable laws, policies, and procedures.

- 4. Supports strategic sourcing teams in the development of financial and technical evaluation criteria for more complex solicitations.**
 1. Identifies key financial and technical criteria for vendor evaluation.
 2. Supports the evaluation process and category team to identify vendor for negotiation and/or intent to award.
- 5. Develops negotiation strategies based on vendor response and market analysis to identify possible outcomes.**
 1. Leads negotiation with selected vendors for less-complex category(s).
 2. Guides the strategic sourcing team to award the contract to the most qualified vendor.
 3. Supports complex negotiations as needed.
- 6. Serves as central point of contact for customers and vendors of assigned category(s).**
 1. Establishes and maintains effective channels of communication and working relationships with customers and vendors.
 2. Facilitates communication of solicitations in accordance with established formats and timeframes.
 3. Supports the capture of all documents related to solicitation into Document Retention.
 4. Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes.
 5. Ensures that customer service standards are met in all procurement activities for category(s).
- 7. Manages assigned category(s) and contracts on an on-going basis in accordance with the overall category procurement strategy and priority targets.**
 1. Identifies purchases outside of established contracts and reports such purchases to appropriate manager.
 2. Tracks reasons for state purchases made outside of established contracts.
 3. Populates category departmental dashboards to report and track category performance.
 4. Monitors the life of contract to anticipate expiration dates and determine applicable strategies.
 5. Monitors vendor market to identify appropriate opportunities resulting from new product offerings and/or market shifts.
 6. Maintains understanding of the technical and commercial impacts of products/services on the customers.
 7. Is aware of the limitations of pre-developed templates and protocol.
 8. Monitors performance of vendors against statewide contract obligations and serves as a resource to resolve issues/problems.
 9. Supports and recommends strategy for vendor performance management and oversees vendor performance scorecard.
 10. Supports the resolution of customer complaints.
- 8. May supervises analysts in performing procurement responsibilities for assigned procurement category.**
 1. Provides staff with clear performance expectations and objectives.
 2. Tracks and reviews established metrics to evaluate the performance of assigned staff.
 3. Performs accurate and timely performance evaluations of assigned staff.
 4. Provides ongoing, constructive, and timely performance feedback and coaching to staff to encourage achievement of expectations.
 5. Identifies appropriate and cost-effective professional development opportunities for assigned staff.

9. Utilizes computer skills to create, manage, analyze, and document sizable datasets and /or research information.

1. Demonstrates strong computer skills in the utilization of appropriate software (e.g. Word, Excel, Access, PowerPoint).
2. Utilizes appropriate software to perform assigned responsibilities.
3. Understands and applies data management and basic data manipulation.

10. Participates in the development and capture of knowledge management activities.

1. Assists in identifying best practices and lessons learned for knowledge management.
2. Supports the documentation of best practices and lessons learned.
3. Applies and adopts best practices and lessons learned.

11. Develops and maintains professional knowledge of the procurement field.

1. Complies with the Georgia Procurement Manual, procurement rules, and regulations in detail.
 2. Understands legal implications and possible complications.
 3. Identifies and attends appropriate training related to procurement field.
 4. Maintains current, broad knowledge of field and assigned categories by conducting appropriate research of trade journals, internet resources, and communications with peers and other experts as appropriate.
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Competencies:

1. External Awareness (level 3)

▪ **Maintains awareness.**

- Maintains awareness of various external trends and influences that affect the organization.
- Seeks information on trends and influences from multiple sources.
- Keeps up-to-date on trends and influences.

2. Decisiveness (level 4)

▪ **Makes well-informed decisions.**

- Makes well-informed decisions utilizing multiple sources of information.
- Weighs risk against possible gain.
- Uses formal decision making processes or tools.

3. Reasoning (level 5)

▪ **Makes sense of extremely complex interrelated situations.**

- Understands complex systems through knowledge, insight, and systematic analysis.
- Applies complicated sequences of rules to discern patterns, trends, and relationships and to draw conclusions.
- Recognizes relationships among multiple, parallel sequences of information or events.
- Systematically analyzes multifaceted problems into comprehensive pieces.

4. Written Communication (level 3)

- **Effectively communicates ideas and facts.**
 - Adjust content and style of written documents according to the subject matter and audience.
 - Writes clear and concise material.

5. Teamwork (level 5)

- **Builds team spirit.**
 - Cultivates unity and commitment among team members.
 - Conducts team-building exercises.
 - Involves everyone on the team.
 - Praises the team and its achievements to others.

6. Collects and Organizes Information (level 5)

- **Synthesizes and applies information.**
 - Integrates, synthesizes, and applies information from multiple sources.
 - Determines procedures for maintaining and evaluating information.
 - Develops methods for information sharing.

7. Learning (level 5)

- **Continuously acquires and applies new knowledge.**
 - Keeps up to date on latest knowledge.
 - Seeks knowledge/learning opportunities from multiple sources.
 - Recognizes importance of continuous learning for career advancement.
 - Invests significant time and effort to acquire new skills and knowledge.
 - Seamlessly adapts and applies new knowledge and skills to all areas of the job.

Minimum Qualifications:

Completion of a four-year degree from an accredited college or university

AND

Three years of professional procurement/sourcing experience.

OR

Seven years of professional procurement/sourcing experience

OR

Two years of experience as a Category Analyst or Senior Strategic Support Analyst.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree from an accredited college or university

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Procurement/sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT